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THE ORATORY PREP SCHOOL

Cor Ad Cor Loquitur



Head of Girls Sports

Letter to Candidates

Dear Candidate,

Thank you for your interest in the role of the **Head of Girls Sport** at **The Oratory Prep School.** This is a fantastic opportunity to join a dedicated and talented team during an exciting time for the school.

The Oratory Prep School is a co-educational day and boarding school for children aged 2 to 13. Set in 65 acres of beautiful Oxfordshire countryside, we offer an enriched education that blends tradition with innovation. As part of the Bellevue Education group, we are committed to high standards, outstanding teaching, and helping every child thrive.

For those wanting to join us here at The Oratory Prep School, we would welcome a call from candidates to talk through the process. Should you wish to apply for this post, please include a covering letter, addressed to Mr May, and a completed Application form.

Please read through the job description, person specification and visit our website to get a flavour of our school. If you feel you would enjoy the challenge and rewards of working at The Oratory Prep School, I would be pleased to receive your application. It is important that the statement in support of your application (found in the application form) does not re-state details included elsewhere in the application but addresses:

- why you are applying for the position of Head of Girls Sport at The Oratory Prep School
- the Job Description and Person Specification

Please note that references will be sought for all candidates. Please complete the application form and send, together with a covering letter, to Human Resources, The Oratory Prep School at humanresources@oratoryprep.co.uk. We may interview and appoint before the closing date, so early applications are encouraged.



Why The Oratory Prep School?

Set in 65 acres of South Oxfordshire countryside, The Oratory Prep School is a busy, happy co-educational day and boarding school for ages 2–13, with full, weekly, and flexi boarding from Year 3 upwards. Small class sizes and nurturing pastoral care rooted in Catholic values give children the space to develop confidence, resilience, and character. Our February 2025 ISI inspection recognised the strength of our teaching, community relationships, and highly effective safeguarding culture.

> "The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community."
>
> Current Parent.

Sport thrives here, backed by high-calibre coaching and outstanding facilities: a 25m heated indoor pool, learner pool, full-size 3G pitch, four tennis courts, and multiple cricket and grass pitches. Our teams regularly excel in regional and national competitions, our U13A girls' hockey team is ranked 8th in the UK and and have reached the Finals Day of the ISHC Cup, while our U12s are In2Hockey Finalists.

Beyond sport, pupils enjoy Forest School across all years, vibrant performing arts (including LAMDA from Year 2, music, and drama), and dynamic leadership and scholarship programmes that consistently secure awards to top senior schools.



Head of Girls Sports

Purpose of the Role

To champion and deliver high-quality Physical Education and Sport to pupils from Pre-Prep to Year 8 (Nursery to Year 8), coaching school teams across the sporting calendar and contributing to the leadership and development of Girls' Sport at The OPS.

Main Duties and Responsibilities

Teaching, Coaching & Sporting Delivery

- *Curriculum PE & Games*:
  Work alongside the Director of Sport to deliver engaging, high-quality PE and Sport lessons across the full school age range (Nursery to Year 8), covering a broad variety of disciplines.
- *Major Sports Coaching*:
  Coach teams across all three terms in the School's Tier 1 girls' sports (Hockey, Netball, Cricket, Football), developing pupils' technical skills, tactical awareness, and competitive spirit.
- *Tier 1 Sport Leadership*:
  Lead the coaching programme and development of one of the School's main Tier 1 sports (available for a suitably qualified candidate).
- *Wider Sporting Provision*:
  Confidently coach and support additional sports offered at The OPS, including Athletics, Cross Country, and Tennis.
- *Fixtures & Team Management*:
  Attend, coach, and manage teams at home and away fixtures, ensuring high standards of conduct and organisation.
- *Pupil Culture & Relationships*:
  Actively promote positive relationships, teamwork, resilience, and sportsmanship amongst all pupils.

Planning, Assessment & Administration

- *Pupil Progression*:
  Set clear, appropriate targets for progression designed to secure strong physical and athletic development for all pupils.
- *Achievement Tracking*:
  Maintain accurate records of pupils' sporting achievements and participation in accordance with School policy.

- *Planning & Monitoring*:
  Provide clear evidence of lesson and programme planning to those responsible for departmental monitoring.
- *Documentation & Administration*:
  Assist with the day-to-day administration of the Sports Department, ensuring all required documentation is kept up to date and easily accessible.

General Responsibilities

- *Safeguarding & Child Protection:*
  Ensure the safety and well-being of all children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- *Health & Safety:*
  Adhere at all times to Health and Safety legislation, alongside all departmental policies and procedures, to ensure your own safety and that of colleagues, pupils, and visitors.
- *Co-Curricular Programme*:
  Take a full and active part in the School's co-curricular programme, including leading after-school clubs and activities.
- *Supervision & Cover:*
  Participate in supervision rotas for mid-day break times, lunch tables, and late classes, and provide cover for absent colleagues when required.
- *Whole-School Engagement:*
  Attend assemblies (in accordance with prepared rotas) and staff meetings, liaising and cooperating effectively with colleagues on whole-school matters.
- *Training & School Events*:
  Attend staff training days, INSET sessions organised by the School to ensure a consistent whole-school approach, and occasional school functions that may fall outside normal school hours.
- *Policies & Compliance:*
  Maintain thorough familiarity with all School policies and the contents of the Staff Handbook, and display correct staff identification at all times whilst on site.
- *Additional Duties:*
  Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.

Education and Qualifications

- Coaching qualifications in the main Tier 1 girls' sports that are coached at OPS (Hockey, Netball, Football and Cricket).
- Umpiring qualifications in the Tier 1 sports. Desire to obtain higher coaching qualifications in a chosen sport(s).
- Qualified Teacher Status (QTS) or equivalent teaching experience is desirable

Knowledge, Skills and Experience

- *Cross-Phase PE Teaching Experience:*
  Proven experience teaching Physical Education across the full prep school age range (Nursery to Year 8), skillfully adapting delivery to support pupils at every stage of physical and athletic development.
- *Multi-Sport Coaching & Tier 1 Specialism:*
  Extensive experience teaching and coaching children across a diverse range of sports, supported by a strong specialism in at least one of the Tier 1 sports played at The OPS.
- *Inclusive & High-Performance Vision*:
  Enthusiastic and committed to championing an inclusive 'Sport for All' ethos that inspires broad participation, while simultaneously driving high standards of sporting performance and competitive excellence.
- *Commitment to Academic Standards*:
  A demonstrable commitment to upholding high academic standards, ensuring the sports programme complements and enriches pupils' wider educational achievement.
- *Stakeholder Engagement & Communication*:
  Outstanding interpersonal and communication skills, combining a warm, approachable demeanour with high professionalism. Proven ability to foster positive relationships across the entire school community, including pupils, staff, parents/carers, and external schools both in person and remotely.
- *Collaborative Leadership*:
  A natural team player with the ability to work collaboratively across departments, uniting and motivating colleagues to deliver a cohesive sporting provision.
- *Initiative & Organisational Agility*:
  Proactive and capable of working independently to an exacting standard, demonstrating strong judgement to prioritise competing demands and meet deadlines in a fast-paced school environment.
- *Digital Proficiency:*
  Proficient in Google Workspace, with the ability to use digital tools effectively for departmental administration, fixture management, and communication.

Benefits:

- Generous fee remission
- Lunches are provided free of charge
- Continuing Professional Development (CPD)
- Pension with Scottish Widows
- Swimming sessions in the school pool (free)
- Accommodation available

Type of Post: Permanent, full time role

Expected Start Date: April 2027

Application deadline: 4th December

Interviews: 7th December

Salary: Competitive

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Equal Opportunities

Rationale:
The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.

Purpose:
To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.

To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics.

Guidelines:
Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job. No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.

Applications:
To apply, or for further information, please send a completed application form via email to humanresources@oratoryprep.co.uk

The Oratory Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.





THE ORATORY
PREP SCHOOL